# SCWS Area Reimbursement Policy
# Group and District Representative (GR/DR) Expenses

Note: The SCWS policy was designed to supplement DR's and GR's expenses, and not assume their District's or Group's responsibility.

**Mileage**

1. The GR's Al-Anon group pays for the first 100 miles of their round trip to Area Assembly meetings. The DR's District pays for the first 100 miles to Area Committee and Assembly Meetings.
2. Mileage is paid at the rate of 40¢ per mile (for example: $40 for 100-mile round trip)
3. The SCWS Area pays for mileage over the first 100 miles, round-trip (@ 40¢ per mile)
4. Mileage is paid *to the driver*, not to the passengers.

**Hotel Expenses**

1. The Area reimburses the first $100 of a one-night stay, providing the distance driven to the Assembly or Committee Meeting is over 200 miles round-trip. Members are encouraged to share rooms when possible.
2. The GR's Al-Anon group or DR's District or pays for the remaining balance of the hotel stay.

**Meal Expenses**

1. SCWS does not reimburse GRs/DRs for meal expenses while attending/traveling to Assembly or Committee Meetings.
2. It is up to the GR's group/DR's District (via an informed group conscious) to determine their policy for meal reimbursement.

**Reimbursement**

1. Complete Mileage or Expense Reimbursement form found at: https://www.scws-al-anon.org/forms/.
2. With reimbursement form, submit required documentation:
   a. For mileage, submit a map printout from your home to the location.
   b. For hotel expenses, submit a printed, legible itemized receipt from the hotel in your name.
3. Expense Reports must be submitted no later than 45 days from the date the expenses are incurred, except that at the end of the calendar year, Expense Reports must be submitted no later than December 15. If the submitter has not met this requirement, the Treasurer may return the Expense Report to the submitter without payment.
4. Submit the form to the Area Treasurer by email to financials@scws-al-anon.org or mail to:

   SCWS
   ATTN: Treasurer
   10073 Valley View Dr, #260
   Cypress, CA 90630